

HQ USAF/SG

Promotion Recommendation Form
(PRF) Guide

PRF Guide

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DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

MEMORANDUM FOR HQ USAF/SG STAFF

FROM: AF/SG

SUBJECT: Requirements for Generating a Performance Recommendation Form

One of our most important tasks as commanders, directors, division chiefs, and supervisors is ensuring we accurately reflect the performance and potential of our people in the written record. To assist in drafting a Performance Recommendation Form (PRF), this administrative guide outlines the expectations, standardizes the mechanism, and provides information to accurately reflect a candidate's accomplishments and performance in a meaningful way.

The PRF must be composed of hard hitting factual and verifiable details which provide a mural of an individual's readiness for promotion to the next higher grade. Every piece of information included in the PRF must be fact and verifiable through inspection of the individual's official records. The only exceptions to this are accomplishments or significant honors and awards since close-out of the last Officer Performance Report (OPR) if the OPR will not be finished or complete its review process before the PRF must be completed. Such exceptions must be expressed in a personal note or the draft OPR included from a program director (or higher level equivalent) to the Senior Rater.

This PRF guide provides a systematic method of accomplishing PRFs to ensure your promotion candidates receive an accurate reflection of individual accomplishments and performance. I am counting on you to take care of your people. Use of this guide is an effective tool in accomplishing that process. If you have any comments regarding use of this guide, my point of contact is the SGE staff at DSN 297-4444 or commercial (202) 767-4444.

//Signed//

JAMES G. ROUDEBUSH
Major General, USAF, MC, CFS
Deputy Surgeon General

PRF Completion Method Step-by-Step Approach

1. Make a copy of all OERs, OPRs, Training Reports (TR), and Letters of Evaluation (LOE) in the member's Unit Personnel Record Group (UPRG).
2. Carefully read each OER, OPR, TR, and LOE, highlighting each of the bullets or statements in the report which have particular significance (significant or high level impact, award win, inspection results, savings, etc.) with a highlighter.
3. Construct the bullet background paper (see page 6 and 7 of this guide for more information). Copy only those OER, OPR, TR, and LOE bullets or statements highlighted into the bullet background paper following the chronology of oldest reports first to most recent reports last. For each bullet, ensure you put the report close out (month and year) as a reference to which performance report it came from.
4. Follow directions on page 8 for constructing the PRF from the bullets contained on the bullet background paper.
5. Package the PRF using Form Flow by clicking on Tools, package form and save using the first four letters of the members last name and 03 for CY 03 boards and 04 for CY 04 boards (packaging places an *.fpk extension on the file). Therefore, the file would look something like this for a Maj Jones: Jone03.fpk. Please note: unless the ratee has changed jobs since the last OPR, the unit mission description, duty title, and key duties, tasks and responsibilities will need to be identical to their last OPR.
6. Once the PRF is completed, **highlight** the bullets on background paper which were used in the actual PRF. All statements in the PRF bullets must be validated by corresponding bullets from the bullet background paper and subsequently from the official record.
7. If you are assigned to the element you must e-mail the packaged form and the bullet background paper to AFELM.med@andrews.af.mil
8. A single 3.5" floppy disc with the PRF package on it must be submitted in the folder with the hard copy of the PRF package.

Note: It is much easier to map an entire career more accurately, chronologically stack and glean the best accomplishments from a bullet background paper of all the best and most significant items condensed on 2 to 6 pages versus 15 to 26 pages of reports. Once a bullet background paper has been accomplished, a copy is given to the member (electronically) for their files. It allows the member to keep such a bullet background updated as they receive new performance reports. This also makes future PRF generation much easier on the rater.

PRF PACKAGE

SG Staff submits a PRF package for all PRFs in a blue pocket folder and AFELM MED DoD submits a PRF package in a yellow folder in the following manner to the Senior Rater:

- Front cover, top center: **Label**
PRF-(O-4, O-5 ; MSC, BSC, NC, MC) Board
Last Name, First Name, MI
HQ USAF/SG/ (appropriate directorate)
BPZ(2), BPZ(1), IPZ, APZ(1), APZ(2), etc. (which ever is appropriate)
- Left pocket (front to back):
 1. A 3.5” floppy disc containing the PRF. The disc must be labeled with the individual’s name on it.
 2. PRF Checklist
 3. Pre-selection Brief (OPB)
 4. PRF Notice
 5. Director’s or Commander’s Letter of Quality Force Review and Justification for Recommendation
- Right pocket (front to back)
 1. AF Form 709 with sections V to IX blank
 2. Candidate's Bullet Background Paper (with all bullets specifically used in the actual PRF highlighted)
 3. Documentation supporting any exceptions (such as data since last OPR close out, decorations, awards, etc)
 4. Record of promotion (OPRs, LOEs, Training Reports, etc.) in order with most recent in front (ensure all OPRs are copied double-sided, head to foot, and legible)
- A "quality force review of the record” and individual's PIF must be completed prior to submission to the Senior Rater.

PRF Bullet Background Paper

(Required with all PRFs)

1. At top of page show date of latest OPR.
2. Use bullet format and chronological order from earliest (oldest) report to most recent.
3. Total career review--look back through entire record (all entries must be validated in the record or fully explainable).¹
4. List supporting statements. Identify source document and date of document. Where quotations are used, ensure quotation is taken verbatim and show source ("Top MSC"--WG/CC (Jun 98 OPR); "#1 CGO of 20 in squadron"--SQ/CC (Mar 99 OPR), etc.).
5. Accentuate significant events on the bullet background paper by using **bold** type (e.g., **DG-SOS, base CGO of the Quarter 1999**).
6. Identify academic and PME achievement (if applicable).
7. Identify higher headquarters inspection or Joint Commission on Accreditation of Healthcare Organization survey results if applicable.
8. Include any combat data (if applicable).
9. Include any major deployment or exercise performance if significant.
10. Ensure latest OPR completed prior to board cut off is included (if any of this information is included in background paper, attach a draft of the OPR).
11. Use yellow highlight marker or highlight function in MS Word (as done here) to denote the bullets used in the proposed recommendation (section IV) of the actual PRF.
12. Review Bullet Background Paper with individual (see example on page 7).

¹ NOTE: If any significant achievements are not documented in OPRs or training reports (Honors, Awards, Decoration citations, etc.), then include a copy of award certificate and orders or citation resulting from the event as documentation. Attach this documentation to the background paper. Remember, you cannot use events or items that will not be documented somewhere in the official selection record.

PRF BULLET BACKGROUND PAPER (Example)

CAPT JANE T. DOE

Latest OPR: Feb 01

Commission: **ROTC DG**, SUNY at Buffalo, NY, 1992

SOS in residence - 1996

MS Microbiology, Virginia Commonwealth University 1998 (AFIT-sponsored)

Kessler AFB MS

(OIC Shipping and Receiving Laboratory Services OPR Duty Title Jun 1992 to Jun 1994)

-- Won both **Keesler's JOC's "Go-Getter of the Year"** and **Biloxi's "Outstanding Adult Volunteer of the Year"** awards. (Jul 93 OPR)

-- **"Without a doubt, one of the finest junior officers I've known,"** Maj Gen Jones, KTTC Commander (Jul 93 OPR)

-- **"Excellent"** rating by Health Services Management Inspection Team (Jul 94 OPR)

-- Selected as Biloxi's Outstanding Adult Volunteer of the Year, two years in a row (Jul 94 OPR)

-- "Captain Doe represents the cream of the crop of the Junior Officer Corps. As a laboratory manager, and military officer, **she has no peer at his rank,**" Chair, Department of Pathology. (Jul 94 OPR)

Wright Patterson AFB OH

(Chief, Bloodbanking Services OPR Duty Title Aug 1994 to Aug 1996)

-- Her initiatives resulted in projected savings of over \$110,000 and two GS-9 manhours per day (Aug 95 OPR)

-- **"Outstanding"** rating on the 1995 Health Services Inspection (Aug 95 OPR)

-- A zero-deficiency, **"Outstanding"** rating from the American Association of Blood Banks (Aug 95 OPR)

-- **"Excellent"** rating from College of American Pathologists...individually recognized for excellence in management (Aug 96 OPR)

-- Medical Group **Company Grade Officer of the Year** (Aug 96 OPR)

-- Top BSC member in Clinical Services, Lt Col Chief, Hospital Services...**"Top 2% of BSC leadership,"** Medical Group Commander (Aug 96 OPR)

- Squadron Officer School, Maxwell AFB AL (Aug 96 to Sep 96)

(Student)

-- Contributed to flight earning Chief of Staff Flight Award--best of 50 (Sep 96 Training Report)

Elmendorf AFB AK

(Chief, Clinical Laboratory Services OPR Duty Title Oct 1996 to Oct 1997)

-- Vital to group scoring in **top 10% of medical facilities** in nation during 1997 Joint Commission inspection (Oct 97 OPR)

-- Led laboratory flight in 1997 Medical IG inspection; key to **"Excellent"** rating received by group (Oct 97 OPR)

-- **"My #1 Capt of 28"** Group CC (Oct 97 OPR)

*****REVIEW OF BACKGROUND PAPER CONDUCTED WITH CAPT DOE ON 25 JUL 1999 - LT COL JONES*****

Administrative NOTE: DO NOT REVIEW THE DRAFT PRF with individual! When reviewing the bullet background paper ask, "Have I missed anything important?" If the individual says yes, modify the paper or explain why you left it out. (Remember anything added must come from documentation in the official record)

AF Form 709, Promotion Recommendation Form
(Use only the most recent version of AF Form 709)
Promotion Recommendation (Section IV)

- Single-line bullet format is MANDATORY (no wraparounds allowed)
 - Minimize use of subbullets on PRFs meeting an 0-4 board
 - Use subbullets very rarely if ever on any PRF destined for a 0-5 or higher board
- Educational references
 - Advanced academic degree references are allowed, but only if AFIT training reports on file or if the candidate had an exceptional GPA (> 3.5/4.0)
 - Professional military education (PME), this information is already in the Duty Qualification History Brief, therefore do not repeat unless the person was selected as a DG or earned a special award
 - Candidates serious about their Air Force career should have already completed applicable PME
- First line must be a hard hitting and overall performance based assessment (see examples on pages 11-13)
- Include most significant events from bullet background paper
- Follow a career chronology; don't skip around in a larger sequence
 - Present achievements from oldest to most recent (encompass entire career not just the last 2 to 3 years)
 - Stack or amass entire career-like accomplishments such as savings, IG ratings, or awards won in one bullet (see examples of PRFs on pages 11-13) placing them in a chronology from left to right
- Use impact-oriented, action words or phrases. Avoid acronyms, phrases, or words not commonly used in everyday language
- Use "%" and "\$" symbols--they stand out much more than prose of "percent" and "dollars", plus they use less space. Remember you only have 8 lines to map an entire career (the ninth being the recommendation itself)!
- For money (only not general numbers), you can abbreviate thousands as \$K and millions as \$M (consistency is key here--if you use \$K you must use \$K throughout entire PRF for thousands of dollars)
- For numbers of people, places or things you must write the number, e.g.: 3,500 or 150,000 personnel. Numbers of a million or greater may use the figure then the word, e.g., 1 million.
- Define ALL acronyms and abbreviations first before using them (preferably in the unit and job description) unless the acronym or abbreviation is approved for use by AF/SG.

- White space is usually perceived as **not good**--it definitely highlights that bullet (normally it should never be more than 5 to 6 blank spaces unless some massive, absolutely stupendous achievement is being focused on)

e.g., - Handpicked for White House duty; asked to stay an extra tour--"Our #1 physician", Vice President Bush

- End with a potential-based statement--ensure to temper with the reality of the individual's documented performance

AF Form 709

- Sections I, II, and III: These sections are nearly the same as the representative section of the OPR. Duty title and PAS code MUST match the PRF notice provided. If a discrepancy in the duty title or pass code is noted, take immediate action to correct and provide proof of PC-III change.
- Section III: HQ USAF/SG requires narrative format in this section.
- Section IV: See Promotion Recommendation page 8
- Section V: Leave Blank
- Section VI: Leave Blank
- Section VII: Leave Blank
- Section VIII: Leave Blank
- Section IX: Leave Blank
- Section X: Leave Blank

Timeline for Boards

DAY	ACTION
-150	SEND MPFL (DPPPOO)
	PRF Accounting Date
-140	Flow OPBs (In-system) (DPPPOO)
-105	Flow Senior Rater RIP (In-system)
-70	AF Student MLR
-66	Allocation Date
-60	Cut Off Date
-40	MLRs Done
-35	PRFS Due to AFPC/DPPBR3
	AF Non-line MLR
-30	All PRFs Due to AFPC/DPPBR3
-28	AF Non-line MLR
0	Central Board

EXAMPLE PRFs (BEFORE AND AFTER)

Examples of PRF recommendations for a promotion board. Included are both the original PRF as drafted as well as the final version (with changes made prior to sending them to the promotion board). These examples provide a brief idea of the types of products expected.

Example 1 BEFORE

Note no backgrounder was used--this author tends to fill one bullet with a single item rather than stack accomplishments in a bullet

- Often described as the ideal officer; he is the ideal officer, ready now for Lt Col; here's why
- Air Force Clinical Pharmacist of the Year for 1995; best in his field--one of seven AF board certified spec
- Astute fiscal manager; saved \$4.5M annually over his career; showed pattern of careful system tweaking
- Much of the savings he generated were in system improvements throughout the facility, not just pharmacy
- Prolific writer and deep thinker; wrote three clinically significant articles for peer reviewed journals
- Medication use interview under his leadership; placed medical center in top 2 percent of nation's hospitals
- DoD adopted his lipid lowering and antihypertension pharmaceutical agent protocol in \$20M regimen
- Performed superbly as Chief, Pharmacy Services, Department Chairman, and a bench clinical pharmacist
- Definitely promote now. Ready. Willing. Able. He is the ideal officer.

Example 2 AFTER

Using bullet background paper and reexamining to stack accomplishments "now DP material"

- A leader on full afterburner from start; his OPRs shout it out; top in MAJCOM; first in AF; DoD's first
- Lauded by '86 SAV; cut costs and increased accessibility at Pope; lead researcher in AFIT doctoral program
- Chaired joint service working group; built TRICARE's first regional joint formulary--set benchmark standard
- Created DoD's first joint service pharmacy residency ever--recognized with immediate national accreditation
- AETC's top pharmacy author; awarded clinical professorship; named Outstanding Educator; board certified
- Best in AF--selected AF Clinical Pharmacist of the Year; led medical group to five AF IG "Best Practices"
- Masterminded \$4.9M in savings across career; developed DoD protocol--affects \$20M in treatments/year
- Asked by 3 MDG/CC to command flight through transition; absolutely the right leader; move a total success
- My number one BSC for Lt Col; a leader proven in five MAJCOMs; select for SSS; definitely promote now!

Example 3 BEFORE

- Sustained exemplary performer who does it all--absolutely tops as clinician, educator, and medical leader
- Enthusiastically deployed to Persian Gulf in support of OPERATION DESERT SHIELD/DESERT STORM
- Provided critical force-multipliers; immunized 1,500 soldiers; taught 400 troops self aid and buddy care
- Benchmark QI program earned MAJCOM recognition and Langley's prestigious Wing Medallion award
- Boosted clinical productivity in two separate medical facilities: 1 MDG--16 percent and 28 MDG--10 percent
- Established Tyndall's first birthing room; created home-like alternative; improved customer satisfaction
- Embraced leadership; wrote policies and procedures; energized new 20-member disaster response team
- Proven expertise; safely delivered more than 800 infants; South Dakota State University clinical instructor
- Truly superb professional; groom for OB/GYN flight commander and send to SSS; definitely promote

Example 3 AFTER

(and now has room for one more great bullet)

- Solid-gold superstar throughout career; a record of leadership from clinics to real deployments--always tops
- Warrior-medic; medically readied 1,900 joint/host troops deployed to Operation DESERT SHIELD/STORM
-
- Led ACC's benchmark QI program--earned MAJCOM recognition; won Langley's Wing Medallion award
- Mastermind of process improvements--drove accessibility up 10% at 28 MDG and another 16% at 1 MDG
- Established first ever birthing room at Tyndall; created home-like atmosphere--highest ever customer ratings
- Master instructor; earned university faculty appointment; taught XX midwife and physician assistant students
- Dynamic mission focused leader; select to command large flight and inresidence SSS; definitely promote!

Both of these final packages are "DP" material

Example 4 BEFORE (good stuff--repackage)

- Phenomenal from the get go; member of Right of Line flight at SOS; earned three "Excellent" IG ratings
- Saved facilities over \$600K at Kirtland AFB and another \$1.88M at Ellsworth AFB--enabled needed buys
- Served manning assistance to MacDill AFB during DESERT STORM--letter of praise; reduced DNIF rates
- Generated an automated formulary document; got idea published in AF Pharmacy Journal--used by 12 bases
- Company Grade Officer of the Quarter 1995 and lauded as a Superior Team Performer by the 1996 ORI
- Vital expertise noted in helping attain MDG JCAHO rating in top 4% at Ellsworth and top 10% at Elmendorf
- Recouped \$415K in third party collections from 1997 to 1999; vital player in diabetic training for group
- Critical to making the transition to new JV facility; was key to integrating five contract systems--all perfect
- A top medic and proven leader; has strong record of leadership; select for ISS and promote this officer now!

Example 4 AFTER

- Powerhouse from start; earned Right of Line Award at SOS and HSI/IG "Excellents" in three MAJCOMs
- Amassed \$2.48M in total drug cost savings across career--funded formulary, facility, and system upgrades
- Lauded by MacDill pharmacy for assistance during DESERT STORM; cut 28 MDG flyer DNIF rate 50%
- Developed automated formulary; presented and published throughout DoD; adopted by 12 facilities for use
- Selected CGO of the Quarter in 95, Superior Team Performer by 96 ORI; earned Best Practice from 97 IG
- Recognized expert; cornerstone to top 4% and 10% national JCAHO ratings--earned "with Commendation"
- Energized third-party collections--recouped \$415K; led diabetic training improving disease indices by 40%
- Spearheaded smooth transition to new \$161M JV facility; integrated five major contract systems--perfect
- My #1 officer this board; a test-proven leader, top select for ISS and definitely promote to Major now!

Example 5 BEFORE (lots of white space)

- Lauded as "being in top 5% of BSCs at MacDill" by flight CC and earned reputation as tops at Sheppard
- Engineered reaccreditation of all pharmacy courses at Sheppard--saved thousands in continuing education
- First service to complete 1999 combined service pharmacy seminar coordination--praised as "best ever"
- Won MDG CGO of the Quarter in '95 and again in '96; praised as the '96 USAFE Pharmacist of the Year
- Driver of pharmacy support for 57 contingencies and special operation missions to 24 countries in 30 months
- Masterful fiscal wizard; recommended and got formulary changes at 48 MDG--saved \$314K
- Key player in MacDill earning the ACC Mortar and Pestle Award and AF Pharmacy of the Year in 1994
- Health Services Inspection praised him for "Outstanding Performance"--earned "Best in AF" for contribution
- Saved 30% of time to make 15,800 intravenous parenteral admixtures, then increased services to units
- A top officer; a leader proven in all assignments; select for ISS and definitely promote this board

Example 5 AFTER

- Superstar from start; top 5% of BSCs at MacDill; best USAFE pharmacist; DoD renown at Sheppard
- Engineered reaccreditation of 7-level and officer course--saved \$141K in continuing education TDYs/year
- Led AF as first to finish '99 DoD pharmacy seminar coordination--praised "best service coordination ever"
- Shining star; twice CGO of the Quarter at RAF Lakenheath and won '96 USAFE Pharmacist of the Year
- Medical warrior--supported 57 contingency and special operations missions to 24 countries in 30 months
- Fiscal genius; advised formulary changes; saved \$314K--prevented drug dispensing curtailment at 48 MDG
- Key to 48 MDG pharmacy earning ACC Mortar and Pestle Award and AF Pharmacy of the Year for '94
- Lauded for "Outstanding Performance" by Health Services Inspection--contributions deemed "Best in AF"
- Innovated 30% time-savings in making 15,800 parenteral admixtures--expanded services to inpatient units
- My #1 BSC CGO; a solid leader; fire-tested true in 3 MAJCOMs; a must for ISS; definitely promote now!

Career mapped in chronological order

Example 5

- Ultimate leader; led teams to 3 "Outstandings" and 4 "Excellents" from military and civilian inspections
- Lauded as "fast burner" from start; '86 "Go Getter of Year"; twice named "Adult Volunteer"; '93 CGO
- Doubled capacity--saved \$140K at Keesler; nailed perfect "zero write-up" score and lauded by Medical IG
- Managed his labs impeccably--all FDA no-notice inspections "perfect"; won hospital "Quality Award"
- First in customer service; '94 AF Health Care Survey rated his lab #1 in ACC; rated "top 2% of BSCs"
- Led procurement of facility ADPE system--saved phenomenal 28K in man-hours and over \$850K annually
- Earned '96 ORI "Commendable"; '97 QAFA "Professional Team Award"; '97 MAJCOM Lab Manager
- Secured continuing education (CE) for BSC officer/7-level courses--saves AF \$352K/year in CE TDYs
- My #1 for Lt Col; DoD's 1998 "Outstanding Clinical Scientist"; must for SSS; definitely promote now

Another career mapped well

Example 6

- Started and stayed first; internship DG--won Perry Award; led AETC's 1997 Nutritional Medicine Team
- Selected TAC regional consultant as 2Lt; performed SAVs; led national association committees as 1Lt
- Garnered 10-year reaccreditation for AF internship; graduated AFIT 3 months early--nailed 3.98 GPA
- Revised health promotion/nutrition guidelines for AF Associate BSC Chief; chosen diet consultant to Lejas
- Developed DoD food service Composite Healthcare System interface--saved thousands of AF man-hours
- Superb Flight Chief; best ratings ever--saved 81 MDG \$300K annually through preventative programs
- Created Nutrition in Prevention course; sought by Army; crafted read-ahead modules--saved \$108K/year
- Led teams to 2 "Excellents"/3 "Outstandings" in 5 Health Services/QAFA inspections across 3 MAJCOMs
- Best in AETC--twice its Field Grade Dietitian of the Year ('97/'98); select for SSS and definitely promote!

This clinician's record had few OPRs in the record due to coming on active duty as senior captain
Therefore fewer accomplishments per bullet available for stacking; however, key is to package each accomplishment in the bullet well

Example 7

- Best from start...professor, board-certified fellow, top flight officer, now assistant to AF Associate Chief
- Led AF's optometry readiness...developed "Deployable Optometric Team"; proven in Honduras/Peru/AK
- Earned "Best Practice" for "Standby No-Show" program from HSI--dropped costs 17% and saved \$50K
- AF's "Top Doc in low vision care"--also, first to bring low vision training to the AF optometry residency
- "Best QI/RM coordinator Lackland's Optometry Department ever had"--used as group and wing model
- "Outstanding clinician"; exceeded all national Health Maintenance Organization optometric benchmarks
- Named HSI "Outstanding Performer"--vital to Brooks' "Accreditation with Commendation" by JCAHO
- Requested to supervise residents first year after commissioning; led Alamo Tri-Service Optometric Society
- Driven leader, mentor, clinician and educator; ready for command, a must for SSS and definitely promote!

**Rater's or Director's Letter of Quality Force Review and
Justification for Recommendation**
(example)

Date

MEMORANDUM FOR {SENIOR RATERS DUTY TITLE}

FROM: UNIT/OFFICE SYMBOL of Rater, Director, or Commander

SUBJECT: Rater/Director's Letter of Quality Force Review and Justification for <Name, Rank, USAF, Corps> Promotion Recommendation

1. I have reviewed the personnel information file (PIF) of <Ratee's Rank First and Last Name (000-00-0000)> and the following quality force areas were reviewed. Mark with an "X" quality force issue No or Yes.

Quality Force Issue
NO **YES**

- | | | |
|--|--------------------------|--------------------------|
| a. The ratee fails to meet Air Force weight or fitness standards | <input type="checkbox"/> | <input type="checkbox"/> |
| b. The ratee is enrolled in the weight management program | <input type="checkbox"/> | <input type="checkbox"/> |
| c. The ratee has documented administrative actions in PIF | <input type="checkbox"/> | <input type="checkbox"/> |
| d. The ratee displays less than desired level of professionalism | <input type="checkbox"/> | <input type="checkbox"/> |

2. Other areas

NO **YES**

- | | | |
|--|--------------------------|--------------------------|
| a. The ratee has expressed plans to separate from the Air Force | <input type="checkbox"/> | <input type="checkbox"/> |
| b. The ratee plans on retiring or has an approved retirement date in the next two years | <input type="checkbox"/> | <input type="checkbox"/> |
| c. The ratee exhibits a firm desire and ability to pursue command or increasing leadership positions | <input type="checkbox"/> | <input type="checkbox"/> |

3. Other justification or comments as desired

RATER, DIRECTOR, or COMMANDER
Signature Block

AF/SG PRF CHECKLIST

Specific Item required for PRF Package		Package Contents Checklist		
	Specific Item contained in the PRF Package	YES	Needs Update Correction	OPR (office of primary responsibility) for Update
1.	Officer Pre-selection Brief (OPB) accurate?			
	-- Is the PME listed correct?			
	-- Is the Education History correct and up to date?			
	-- Is the Duty History correct (correct AFSC duty titles and level listed?)			
2.	Bullet Background Paper (Note: bullets have month and year of report close)			
	-- Bullets from BBP accurately reflect what is in the record?			
	-- All bullets used in AF Form 709 highlighted?			
3.	AF Form 709, Promotion Recommendation Form (Completed--with section IX blank)			
	-- Is the AFSC the same as reflected on the OPB?			
	-- Is Organization, Command and location same as last OPR?			
	-- Is the Duty Title same as latest OPR?			
	-- Is Mission Statement identical to latest OPR?			
	-- Are Key Duties, Tasks and Responsibilities identical to last OPR?			
4.	Official Record of Performance (ROP) (OERs, OPRs, Training Reports, and LOEs). Ensure all two sided forms are copied head to toe and arranged most recent to earliest record.			
	-- Are all reports accounted for?			
	-- Is most recent report finalized? --- If not where is it in the signature process?			
	-- Are report statements used in drafting PRF highlighted in yellow?			
	-- Source Documentation Included? for accomplishments not found in OPRs (medal citation or draft OPR in the works before close out)			
5.	Director/CC Quality Force Statement included?			
Coordination: Initials/Date				
AFELM				
AF/SGEA				
Corps Chief Review				
Senior Rater Reviewers				
Comments:				

AF/SG Officer Pre-Selection Brief (OPB) CHECKLIST

Specific Item Examined on OPB		Correct or Action		
	Specific Item contained in the OPB Package	YES	Needs Update Correction	OPR for Update
1	Unit:			
	-- Is the unit listed correct?			Orderly room
2	Personal Data			
	-- Is the name correct? -- is the SSAN correct?			MPF Customer Service Element
3	Grade Data			
	-- EAD, TAFMSD, TAFCSO correct? -- Source of Commission (if DG, should state it) correct?			MPF Career Enhancement Element
	-- DOS if applicable is correct? -- Reason: if applicable is stated?			MPF Personnel Relocation Element
4	Professional Military Education			
	Schools, methods and years completed are correct?			CADRE/EDEOP DSN 596-4550 (includes AFELM)
5	Academic Education			
	Reflects two highest degrees and year completed on the most recent one? Note: may be in BAC, MAS, DOC level or in professional degrees such as 1PDG, 2PDG, 3PDG for level			AFIT/RRC DSN: 785 6231 Fax 785-2195 (Includes AFELM)
6	Decorations			
	-- Are the decorations listed? -- Is most recent year of each decoration listed? -- Are the numbers of decorations correctly listed?			MPF Career Enhancement Element (they require copy of the order and citation)
7	Aeronautical/Flying Data (rated officers only)			
	Is it correct (again will only reflect on rated officers)? Will only show when 50+ hours accumulate.			Request update from HOSM
8	Board Certified			
	If board certified by those recognized in AF 41-104, does it reflect "Yes"? (Note on all BSC and other specific boards, this data is masked and will be blank)			Contact your orderly room
	-- Do you have an "M" or "H" prefix to on one of their AFSCs? If so this should reflect "Yes" if data is not masked for the particular board			Contact your orderly room
9	Acquisition Corps			
	-- Should display "Y" for 0-4 and above who are APDP certified level II or greater and assigned to a critical acquisition position			SAF/AQXD DSN: 425-7112
10	Joint Reporting Category			
	Displays one of three joint reporting categories (not dates of joint service): Joint Staff, JSO or Other JSA If assigned to one of these three billets does this reflect?			HQ AFPC/DPAPP1 Randolph AFB TX DSN 665-2398 (includes AFELM)

Specific Item Examined on OPB		Correct or Action		
	Specific Item contained in the OPB Package	YES	Needs Update Correction	OPR for Update
11	Joint Duty History			
	-- Does this area display your history of Joint Duty with inclusive dates (includes up to 5 occurrences)?			HQ AFPC/DPAPP1 Randolph AFB TX DSN 665-2398 (includes AFELM)
12	Overseas Assignment			
	-- Does it reflect the last five overseas assignments to include start/stop date and location?			MPF Employment Element
13	Assignment History			
	-- Is the assignment history inclusive of all your duty history and titles?			MPF Employment Element
	-- Is the effective date of each assignment correct?			MPF Employment Element
	-- Is the correct Duty AFSC reflected for each assignment and are they all listed?			MPF Employment Element
	-- Is the correct duty title reflected for each listing and is your duty title history complete and correct?			MPF Employment Element
	-- Is the level of assignment listed correctly for each entry?			MPF Employment Element
	-- Is the MAJCOM of each assignment listed correct?			MPF Employment Element
	-- Is the Organization listed for each assignment entry correct?			MPF Employment Element
	Contact numbers for OPRs MPF Employment and Relocations Element: 11th Wing : (202) 767-1429 Pentagon: (703) 693-9460 Andrews: (301) 981-4224/5012/7453/5157 MPF Career Enhancement: 11th Wing: (202) 767-4440 Pentagon: (703) 693-6556 Andrews: (301) 981-3811 MPF Personnel Relocation: (not same as employment) Andrews: (301) 981-9362/4377/9364/0212 AF/SG Orderly Room: DSN: 297-5230/5292/5243/6208 AFELM Orderly Room: DSN: 857-3097/3098			